



<b>Job Title</b>	Associate Director, Residence Life & Education	<b>Job Code</b>	SD0316
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Student Development & Enrollment Services	<b>Subfamily</b>	Housing & Residential Life

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Housing & Residential Life Professionals** are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

**Job Summary**

Responsible for the administration and management of the residential communities in UCF owned, managed and affiliated housing. Provides oversight and guidance in overseeing a residential population of approximately 10,000 students, student staff training (300+), professional staff training (40+), staff recruitment, selection, development, student conduct, policy, crisis management, supervision and execution of a residential curriculum.

**Representative Duties**

1.

- Directs recruitment, selection, training and supervision of Assistant Directors of Residence Life who work in administration of the residential facilities and Residence Life Program
- Maintains a residential community that contributes to retention and student success of residential students and student staff members
- Coordinates with UCF Parking, UCF Police, DHRL Facilities, Assignments, Housekeeping, Emergency Management, Human Resource and Key Services for residential openings and closings and transitions between semesters; on policies, facility upgrades, training, occupancy checks and crisis events
- Assists with the management of the 24 hour on-call coverage system, serving on the Emergency Management Team and considered essential personnel during crisis events
- Advises, counsels and works independently to help resolve issues and respond to concerns from university partners, parents, students as a senior member in DHRL
- Monitors that the residential curriculum is being executed as designed and is successful in the residential communities
- Monitors that the residential communities are operating in a manner that is consistent with university rules and regulations and departmental guidelines and policies
- Monitors, in conjunction with other personnel, all aspects of safety and security for residential communities, staff and students

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of relevant work experience with a Master's Degree 2+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.